



County of San Diego Redistricting Advisory Committee

Rules of Procedure

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Rule 1 TIME AND PLACE OF MEETINGS

- (a) A meeting schedule has been established and published for the regular meetings of the Redistricting Advisory Committee.
- (b) Any meeting of the Redistricting Advisory Committee may be adjourned to any date and time when necessary for the transaction of business. Any adjourned meeting is part of a regular meeting.
- (c) Special meetings of the Redistricting Advisory Committee may be called pursuant to and in accordance with Section 54956 of the Government Code. The Clerk shall prepare the notice and call of any special meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting. A copy of the notice of a special meeting shall also be posted at the places designated in subsection (b) of Rule 2.

Rule 2 AGENDA FOR MEETINGS

- (a) Items for the agenda for any regular meeting of the Redistricting Advisory Committee should be submitted through the Chief Administrative Officer;
- (b) The Clerk shall prepare and issue an agenda for each regular meeting of the Redistricting Advisory Committee. Items filed with the Clerk for the agenda shall be complete. The Clerk shall not accept any new agenda items except as provided below.

After the Clerk has posted the agenda for any regular meeting of the Redistricting Advisory Committee, no additional items will be added to the agenda unless addition of the item complies with the provisions of the Ralph M. Brown Act, California Government Code Sections 54950 et seq.

The Chief Administrative Officer shall approve the inclusion and order of items on the public agenda. County Counsel shall determine the inclusion of closed session items.

Each agenda shall be posted at the South Entrance of the First Floor of the San Diego County Administration Center and on the bulletin board located at the North Chamber (Room 310), Third Floor, County Administration Center. Copies of the agenda, agenda back-up material, Redistricting Advisory Committee Resolution, Criteria and Guidelines, Redistricting Advisory Committee Timeline, Redistricting Advisory Committee Rules of Procedure, and Minutes shall be available in the Office of the Clerk and on the County's Internet Web Site. The agenda shall be made available to the community newspapers and daily newspapers, community groups and individuals requesting notice. The Clerk is directed to use the most efficient and cost effective means to make the agenda available.

- (c) A quorum of three members must be present in order for the Redistricting Advisory Committee to conduct business. Votes of a majority of members in attendance are required for the adoption of any motion that is in order, except where the law requires or permits otherwise.
- (d) In the event a motion fails due to a tie vote, the Redistricting Advisory Committee may continue the item for consideration at a future meeting. If for any reason the Redistricting

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Advisory Committee fails to continue such item, the Clerk shall place the item on the agenda for the next regular meeting.

- (e) Whenever the Redistricting Advisory Committee directs that any item on the agenda be continued to a future date, the Clerk shall list that item on the regular agenda for that date.

Rule 3 ORDER OF BUSINESS FOR MEETINGS

The order of business of a regular meeting shall be:

Roll Call

Public Communication, pursuant to Rule 4 (f)

Approval of Minutes

Agenda review at call of the Chairperson to identify those items on agenda which a Member of the Redistricting Advisory Committee or of the public requests the opportunity to discuss.

Approval at the call of the Chairperson of those items for which there is no request for discussion.

Approval for such items shall be the recommendation of the Chief Administrative Officer, or, in the event the item has been filed by a Member of the Redistricting Advisory Committee, the recommendation of the Member of the Redistricting Advisory Committee.

Discussion of items that the public has requested an opportunity to discuss shall be taken in sequential order followed by discussion of all other items to be discussed taken in sequential order; provided, however, the Chairperson may take items out of sequential order for the purpose of accommodating the public or expediting the conduct of the meeting.

Closed Session and reporting of Closed Session Actions (if necessary).

Rule 4 PUBLIC PARTICIPATION IN MEETINGS

- (a) The policy of the Committee is to permit public participation in public meetings. No person shall address the Redistricting Advisory Committee without the permission of the Chairperson. The Chairperson may limit the time for presentation and the number of persons who may address the Redistricting Advisory Committee on any agenda item. The general policy of the Redistricting Advisory Committee regarding public participation concerning agenda items is as follows: three (3) minutes per person; the Chairperson may allow organized group presentations by three or more persons of up to fifteen (15) minutes in length. The Chairperson may set different time limits in order to accommodate requests from many persons to speak on an agenda item. The Chairperson of a Planning or Sponsor Group is the sole official spokesperson for the group unless this responsibility is delegated in writing or otherwise established by majority vote of the group and communicated in writing to the Chairperson. Five (5) minutes may be allowed for

presentations by Planning or Sponsor groups unless there are circumstances warranting additional time.

- (b) Any person wishing to address and/or make a presentation to the Redistricting Advisory Committee on an agenda item must file with the Clerk a written Request to Speak form prior to the scheduled opening time of the meeting or prior to the time that the item is called for discussion if the item has not been adopted without discussion. No person may yield speaking time to another person. Any person who does not wish to speak to the Redistricting Advisory Committee but wishes to have the record reflect a position in favor or in opposition to an agenda item may do so in writing. If an agenda item is set for a specific time, a written Request to Speak form must be filed at least five (5) minutes prior to that specified time.
- (c) In the event that any meeting of the Redistricting Advisory Committee is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chairperson may recess the meeting or order the person, group or groups of persons willfully interrupting the meeting to leave the meeting or be removed from the meeting.
- (d) Placards, banners, signs, flags, or other large objects designed to interrupt or disrupt the orderly conduct of the meeting are not permitted in the Chambers.
- (e) In the event that any meeting is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the person or persons willfully interrupting or disrupting the meeting, the Chairperson may recess the meeting or order the meeting room cleared and continue in session. Only matters appearing on the posted agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend or remain in the meeting.
- (f) At each regular meeting there will be a total of ten (10) minutes scheduled toward the beginning of the meeting for members of the public to address the Redistricting Advisory Committee on any subject matter within the jurisdiction of the Redistricting Advisory Committee but which is not an item on the agenda for that meeting or litigation which is pending against the County of San Diego or its officers or employees. Each speaker must file with the Clerk a written Public Communication Request to Speak form at least ten (10) minutes prior to the scheduled opening time of the meeting. Each speaker will be allowed no more than two (2) minutes. In the event that more than five (5) individuals request to address the Redistricting Advisory Committee under this provision, the first five (5) will be heard at the beginning of the meeting. The remaining speakers will be heard at the conclusion of the meeting and granted two (2) minutes each. Any person filing a Public Communication Request to Speak form after the deadline established by this subsection shall not be allowed to make a presentation to the Redistricting Advisory Committee during the public communication segment of the meeting. Issues raised by a speaker may be referred to staff. No other action may be taken by the Redistricting Advisory Committee in connection with issues raised during public communication.

Rule 5 NOMINATION AND SELECTION OF OFFICERS

- (a) The officers of the Redistricting Advisory Committee are the Chairperson, the Vice Chairperson and the Secretary.
- (b) The method of nomination and selection of Chairperson, Vice Chairperson and Secretary will be at the discretion of the Redistricting Advisory Committee.
- (c) The Chairperson, Vice Chairperson and Secretary shall serve during the term of the Redistricting Advisory Committee set forth in its establishing Resolution, or until such time as a successor has been selected by the Redistricting Advisory Committee pursuant to these Rules.
- (d) Duties of the Chairperson include presiding over Redistricting Advisory Committee meetings, serving as official spokesperson for the Committee, and acting as liaison to County Counsel. During the absence of the Chairperson, the Vice Chairperson shall assume the duties of Chairperson. In the event that both the Chairperson and Vice Chairperson are absent, the Secretary will assume the duties of Chairperson.
- (e) In the event that the office of Chairperson, Vice Chairperson, or Secretary becomes vacant, the Redistricting Advisory Committee will select one of its Members to fill that office at the earliest opportunity.

Rule 6 MOTIONS DURING MEETINGS

- (a) Action of the Redistricting Advisory Committee shall be taken by motion. Any action may be proposed by the motion of any Member. Such a motion, if seconded by any Member, shall be on the floor and must be considered. If a motion is not seconded, the motion fails for lack of a second, and shall be so declared by the Chairperson.
- (b) A motion may be withdrawn by its maker at any time before adoption or rejection, with the consent of the second. Absent the consent of the second, the motion shall remain on the floor. The second to a motion may be withdrawn by the second at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chairperson unless seconded by another Member.
- (c) The Chairperson shall recognize Members who desire to obtain the floor to speak in the order that they indicate a request to speak. Once the Chairperson has recognized the right of a Member to speak, the Chairperson shall protect the speaker from disturbance or interference. The Chairperson, when the interest of the Redistricting Advisory Committee requires, may permit a Member to be interrupted.
- (d) When a question or "original motion" is under debate, no motion shall be received unless:
 - 1. To adjourn
 - 2. To lay on the table
 - 3. To consider the previous question
 - 4. To postpone to a certain date
 - 5. To commit to committee
 - 6. To amend

7. To postpone indefinitely

These motions shall have preference in the above order.

- (e) A motion on the floor may be amended by motion at any time before adoption or rejection. If the motion to amend fails, the original motion will be voted upon. If the motion to amend passes, the amendment is adopted. Thereafter, the original motion, as amended, will be voted upon.
- (f) After a motion has been seconded, any Member may discuss the subject of the motion. When no Member wishes to discuss the motion further, the Chairperson shall call for a vote on the motion. At any time after a motion has been seconded, any Member who has the floor may call for the question. The Chairperson may call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.
- (g) At any time after a motion has been seconded, any Member may move to table the motion. If the motion to table is seconded, the Chairperson shall forthwith call for a vote on such motion. A motion to table shall include all amendments to the original motion. A motion to table an item is not debatable and no further discussion or debate shall be permitted on either the original motion or the motion to table. If the motion to table does not pass, consideration of the original motion will continue. If the motion to table does pass, the original motion will remain on the floor but may not again be considered at that meeting unless a motion to remove the original motion from the table is passed. The original motion may then be considered and voted upon at the next regular meeting unless it is again tabled. If not considered at the next meeting, the original motion will be deemed to have failed. For the purposes of this subsection, an adjourned meeting shall be considered a separate meeting.
- (h) A motion to adjourn or a motion to fix time of adjournment shall be decided with debate.
- (i) A motion to consider the previous question shall preclude all amendment from debate to the main question and shall be put in the form "shall the main question be put to a vote."
- (j) A Member called to order by the Chairperson shall relinquish the floor unless permitted to explain. The decision of the Chairperson shall be final unless there is an appeal to the Redistricting Advisory Committee. In the case of an appeal, the Redistricting Advisory Committee shall decide the matter without debate.
- (k) A motion to reconsider the vote on an agenda item may be made at the meeting at which the item was acted upon, or any adjourned session of the same meeting. The motion may be made only by a Member who voted on the prevailing side of the agenda item sought to be reconsidered. No question can be twice reconsidered unless it was amended after its first reconsideration.
- (l) A motion to commit to committee shall specify the purpose of the committee, the length of time the committee shall serve, and the times and methods by which the committee shall report to the Redistricting Advisory Committee.

Rule 7 RETENTION OF EXHIBITS AND DOCUMENTARY MATERIAL RECEIVED

- (a) Subject to the conditions stated below, all exhibits, including documentary materials such as photographs, drawings, maps, plats, letters, petitions and other physical evidence received by the Redistricting Advisory Committee at public meetings shall be retained by the Clerk as part of the record, in a format acceptable by the Clerk. To the extent possible, the Clerk may furnish copies of such material to persons requesting them upon payment of the fee prescribed by the San Diego County Administrative Code for copies of public records.
- (b) All exhibits received by the Redistricting Advisory Committee will be marked for purposes of identification. Exhibits filed with the Redistricting Advisory Committee by County staff will be marked by numbers in the order received: numbers 1,2,3, etc. Exhibits filed with the Redistricting Advisory Committee by persons other than County staff will be marked by letters in the order received: A, B, C, etc. References to exhibits filed with the Redistricting Advisory Committee will be by the numbered or lettered designations assigned to them.
- (c) Exhibits filed with the Redistricting Advisory Committee may be released by the Clerk under the following conditions:

At the conclusion of a meeting where the Redistricting Advisory Committee has authorized the release of exhibits to the parties who submitted them.

At the conclusion of a meeting or during a continuance of a meeting, if for good cause the Redistricting Advisory Committee has authorized a person other than the Clerk to retain custody of the exhibits, such person shall assume responsibility for custody and preservation of the exhibits and shall keep and maintain the exhibits for further proceedings or until otherwise directed by the Redistricting Advisory Committee.

- (d) The Clerk will not be required to retain permanent exhibits, such as aerial photographs, used by County departments in the conduct of their regular activities. Such exhibits will be identified for the record and their specific use and purpose noted in the record by the Clerk.
- (e) Communications intended for the Committee that are received by or through the County's Redistricting webpage or County staff shall be presented by staff to the Committee at the first Committee meeting after the communications are received, and retained and preserved pursuant to this Rule.

Rule 8 OVERRULING THE CHAIRPERSON

A decision of the Chairperson with respect to the interpretation, applicability or enforcement of these Rules may be overruled by a majority vote of the Members present.

Rule 9 SUSPENSION OF RULES OF PROCEDURE

Any rule of the Redistricting Advisory Committee may be suspended temporarily, upon approval of the majority of the Redistricting Advisory Committee. The temporary suspension shall apply only to the matter under immediate consideration and, in no case, shall it extend beyond an adjournment.

Rule 10 AMENDMENT OF RULES OF PROCEDURE

No rule of the Redistricting Advisory Committee shall be adopted or amended except by resolution adopted by the Redistricting Advisory Committee.

Rule 11 POLICIES TO IMPLEMENT RULES OF PROCEDURE

The Redistricting Advisory Committee may adopt policies to implement provisions of these Rules.

Rule 12 COMMITTEE AND COMMITTEE MEMBERS COMMUNICATIONS WITH COUNTY STAFF

No member of the Redistricting Advisory Committee shall give orders or directions, instruct, or interfere, publicly or privately, with any officer or employee appointed by or under the Chief Administrative Officer except through action of the Redistricting Advisory Committee.

This section does not limit a member of the Committee from seeking factual information from County staff assigned to redistricting; however, such requests for information will be made part of the record at the following Committee meeting.

Rule 13 PARLIAMENTARY PROCEDURE

These Rules shall govern the proceedings of the Redistricting Advisory Committee. In all situations not covered by these Rules or any provision of law, the authority shall be Robert's Rules of Order, Newly Revised. The Clerk of the Board shall serve as Parliamentarian.